



JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

***REVISED 04-07-2014**

**"Jefferson County: Responsible government
advancing quality of life"**

BEN WEHMEIER
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

TO: Editors

FROM: Ben Wehmeier, County Administrator

DATE: April 3, 2014

SUBJECT: JEFFERSON COUNTY Meetings – Week of April 7, 2014

April 7, 2014 Monday	Infrastructure Committee	8:30 a.m.	Jefferson County Courthouse, Rm 112
	Parks Committee	1:00 p.m.	Jefferson County Courthouse, Rm 202
April 8, 2014 Tuesday	Board of Canvassers Re-convene to count, tally, and/or reject any late arriving absentee & provisional ballots received after Election Day	8:30 a.m.	Jefferson County Courthouse, Rm 109
	Human Services Board	8:30 a.m.	Workforce Development 874 Collins, Rm 103, Jefferson
	County Board Supervisor Orientation	6:00 p.m.	Jefferson County Courthouse, Rm 205
April 9, 2014 Wednesday	*Board of Canvassers (Recount of Jefferson County Board of Supervisor District #27 Ballots if recount petition is filed on April 8, 2014)	9:00 a.m.	Jefferson County Courthouse, Rm 202
April 10, 2014 Thursday	*Finance Committee (Agenda Revised)	8:30 a.m.	Jefferson County Courthouse, Rm 112
	Child Death Review Team (CDRT)	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
	Zoning Board of Adjustment – Site Inspections	11:15 a.m.	Jefferson County Courthouse, Rm 203
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse, Rm 205
April 11, 2014 Friday	No Scheduled County Meetings		
April 12, 2014 Saturday	Solid Waste/Air Quality Committee – Clean Sweep	7:00 a.m.	Fair Park 503 N. Jackson Ave, Jefferson
April 13, 2014 Sunday	No Scheduled County Meetings		

Infrastructure Committee

AGENDA

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

April 7, 2014

8:30 a.m.

Committee Members

Richard Jones, Mike Kelly, Russell Kutz, Vice Chair, Don Reese, Chair, Dick Schultz, Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the March 3, 2014 Infrastructure Committee meeting minutes
7. Discussion and possible action on Highway Facility Bids
8. Discussion and possible action on new county highway facility
9. Review and possible action on bids for Citrix Safe Remote Connect System
10. Update on Demolition of Old Countryside
 - Discuss the amount of any additional asbestos removal required and how much was covered under the agreement when we purchased the property
11. Discussion and possible action on the study of possible savings through other energy sources in regard to the new Highway Facility
12. Potential items for the Committee's next meeting
13. Set tentative next committee meeting time and date
14. Adjourn

All meetings in Room 112 at 9:00 a.m. unless noted

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

AGENDA
JEFFERSON COUNTY PARKS COMMITTEE

Jefferson County Courthouse
311 South Center Avenue, Rm 202
Jefferson WI 53549

April 7, 2014 @ 1:00 p.m.

Committee: Glen Borland, Mike Kelly, Ed Morse, Steve Nass, Augie Tietz

1. Call to Order
2. Roll Call
3. Certification of Compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the March 3, 2014 Meeting Minutes
7. Communications
 - a. Diamond in the Rough – Opinion Page Daily Union
 - b. Not an inside Job – Daily Union
 - c. A Felled Oak Continues to Thrive – Wisconsin State Journal
 - d. Giant Oak to Become ‘Giving Tree’ – Watertown Daily Times
 - e. Thank you note from Catherine Desmond
 - f. Emails in Support of Bicycle Trails
 1. Paul Zdroik
 2. Shane Brown
 3. Dr. R. Steven LeGrow
 4. Steve Board, Director Maranatha Baptist University
 - g. Thank you note to Glenn Borland from J. Hamann
 - h. From Little Acorns – Daily Jefferson County Union
8. Discussion and Possible Decision on Biomass Planting in County Parks
9. Eagle Scout Project Presentation – Andrew Nicholson
10. Discussion and Possible Decision on Watertown Outboarders Property
11. Discussion and Possible Decision on Stewardship Grant Applications
 - a. Crawfish River Park
 - b. Dorothy Carnes Park
 - c. Rock River Park
12. Discussion and Possible Decision on Dog Park Rules
13. Update on 2014 Parks Department Budget
14. Update on Glacial Heritage Area (GHA) Project
15. Set Tentative Meeting Dates/Times for: May 5, 2014 at 1:00 pm
16. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101, 24 hours prior to the meeting, so appropriate arrangements can be made.

AGENDA

**Jefferson County Human Services Board
Jefferson County Workforce Development Center
874 Collins Road, Room 103, Jefferson, WI 53549
April 8, 2014 at 8:30 a.m.**

Committee Members:

Jim Mode, *Chair*
Dick Jones, *Secretary*
Julie Merritt
Augie Tietz

Pamela Rogers, *Vice Chair*
John McKenzie
Jim Schultz

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the April 8, 2014 Agenda
5. Citizen Comments
6. Approval of March 11, 2014 Board Minutes
7. Communications
 - Employee Appreciation Luncheon – Tomorrow, April 9
 - Reminder of WCHSA Spring Conference – May 13 – 15
8. Review of January, 2014 Financial Statement
9. Review and Approve March, 2014 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Update on New Professional Contracts
12. Motion and resolution for the County Board to designate us to operate the CST initiative.
13. Review and Approve Creation of a Full-Time Community Resource Coordinator-Wraparound
14. Review and Approve Part Time to Full Time Dementia Care Specialist Position
15. Review and Approve New Full Time Children's Waiver Position
16. Discuss and Approve Remote Website Access
17. Updates from Wisconsin County Human Services Association
18. Set Date and Time for June Board & Public Hearing Meeting
19. Set next meeting date and potential agenda items (Monday, May 12 at 8:30 a.m.)
20. Adjourn

The Board may discuss and/or take action on any item specifically listed on the Agenda

Special Needs Request - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**Jefferson County
New County Board Member Orientation – Session 1**

**Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson WI 53549**

Tuesday, April 8, 2014

AGENDA

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|------------------|--|
| 6:00 – 6:30 p.m. | Assemble, Meet and Greet (County Board Room)*** |
| 6:30 – 6:35 p.m. | Welcome: <i>Ben Wehmeier, County Administrator</i> |
| 6:35 – 6:40 p.m. | Introductions of Members: <i>Steve Grabow, Facilitator</i> |
| 6:40 – 6:55 p.m. | Basics of County Structure and Governance: <i>Steve Grabow</i> |
| 6:55 – 7:10 p.m. | Wisconsin County Government <ul style="list-style-type: none">• Framework of Your WI Government• Elements of Meeting Effectiveness• Facilitation Resources• Board Briefings• Limits of County Board Administrative Authority Fact Sheet |
| 7:10 – 7:45 p.m. | Legal and Ethical Considerations: <i>Phil Ristow</i> <ul style="list-style-type: none">• Context on County Government• Open Meetings/Open Records/Email• Ethics Orientation• Parliamentary Procedure/Motions• County Board Rules• Organizational Meeting Considerations |
| 7:45 – 7:55 p.m. | Practical Tips: <i>Barb Frank</i> <ul style="list-style-type: none">• Supervisory District Information• Per Diems/Benefits/Reimbursements• Using the Attendance/Roll Call/Voting Machine• Agenda Packets:<ul style="list-style-type: none">- Annotated Agenda- Resolution Mock-Up- Voting Procedure Mock-Up• Interest Survey (for Committee Assignments)/IT Questionnaire• Supervisor Assignments• County Board Email |
| 7:55 – 8:15 p.m. | General Information – <i>Ben Wehmeier</i> <ul style="list-style-type: none">• Building Security Considerations• Other General Information• Department Head Contacts and County Facilities• Update on Highway Facility• County Website |
| 8:15 – 8:20 p.m. | Further UW-Extension Training: “County Officials Workshop”
For dates and locations, please see brochure |
| 8:20 - | Questions and Answers |

*Note: New Supervisors will have Photo I.D. picture taken. (See Human Resources Director Terri Palm-Kostroski)

Agenda
***REVISED 04-07-2014**
Jefferson County
Finance Committee
Jefferson County Courthouse
311 S. Center Avenue
Room 112
Jefferson, WI 53549

Date: Thursday, April 10, 2014

Time: 8:30 a.m.

Committee members:	Braugher, James B.	Mode, Jim (Vice-Chair)
	Hanneman, Jennifer (Secretary)	Molinaro, John
	Jones, Richard C. (Chair)	

1. Call to order.
2. Roll call (establish a quorum).
3. Certification of compliance with the Open Meetings Law.
4. Review of the agenda.
5. Citizen comments.
6. Approval of Finance Committee minutes for March 12, 2014.
7. Communication.
8. ***Discussion and possible action on funding for Citrix Safe Remote Connect System**
9. Discussion and possible action to approve a credit card to Genevieve Borich, Economic Development Director.
10. Discussion and possible action to approve out of state travel for an employee of the Finance department.
11. Discussion and possible action to approve the Debt Service policy.
12. Discussion and possible action to approve the Treasurer to open of a new bank account.
13. Monthly Financial Report-Finance Department.
14. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.
15. Review and discussion on 2014 projections of budget vs. actual.
16. Update on the 2015 budget process.
17. Update on contingency fund balance.
18. Set future meeting schedule, next meeting date, and possible agenda items.
19. Payment of invoices.
20. Adjourn.

Next scheduled meetings:	Thursday, May 8, 2014 Regular Meeting
	Thursday, June 12, 2014 Regular Meeting
	Thursday, July 10, 2014 Regular Meeting
	Thursday, August 14, 2014 Regular Meeting

All meetings are scheduled to begin at 8:30 am unless otherwise noted

The Board may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



Jefferson County Health Department

1541 Annex Road ♦ Jefferson, WI 53549 ♦ 920-674-7275 (Phone) ♦ 920-674-7477 (FAX)

www.jeffersoncountywi.gov

Jefferson County Child Death Review Team (CDRT)

Thursday April 10, 2014 at 8:30 AM

UW Extension room 12, 864 Collins Rd Jefferson

MEETING AGENDA

I Call to order

II Open session

- A. Introduction of any new members present
- B. Brief overview of CDR team purpose, goals, objectives and operation for new ad hoc members if present.
- C. Approval of minutes from January 9, 2014 CDR
- D. Discussion of confidentiality and signing of agreement
- E. Report from death scene investigation training January 29th (Watertown PD)
 - F. Update on pending legislation. Where is it at? Opportunities to educate officials
- G. Discussion of future meeting agendas
- H. Motion to move into closed session for the purpose of discussing confidential information relating to the unexpected deaths of specific children, pursuant to
Wis. Stat 19.85(1)(d)(considering strategy for crime detection or prevention);
Wis. Stat 19.85(1)(f)(considering medical, social or personal histories of specific persons or preliminary consideration of the investigation of charges against specific persons or preliminary consideration of the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or involved in such investigations);
Wis. Stat 48.981(7)(limiting public disclosure of child-specific information disclosed to child death review team);
Wis. Stat 146.82(2)(b)(restricting redisclosure of medical information contained in records obtained pursuant to law);
Wis. Stat 48.78(2)(a)(restricting redisclosure of information in records of child protective agency); and
Wis. Stat 48.396 (limiting disclosure of law enforcement records of children).

III. Closed session

- A. Discussion of information relating to 2 unexpected deaths of specific children and 1 follow up report from Coroner.
- B. Motion to return to open session.

IV. Reconvene open session

- A. Ongoing meeting dates for 2014- July 10th, and October 9th, 2014
 - B. Adjourn
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JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Janet Sayre Hoeft, Chair; Dale Weis, Vice-Chair; Don Carroll, Secretary;
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

PUBLIC HEARING *BEGINS AT 1:00 P.M. ON APRIL 10, 2014 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

CALL TO ORDER FOR BOARD MEMBERS *IS AT 11:15 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

SITE INSPECTION FOR BOARD MEMBERS *LEAVES AT 11:30 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 11:15 a.m.*
2. *Roll Call*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Review of Agenda*
5. *Approval of March 13, 2014 Meeting Minutes*
6. *Communications*
7. *Site Inspections – Beginning at 11:30 a.m. and Leaving from Room 203*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

NOTICE IS HEREBY GIVEN that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, April 10, 2014 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. The matter to be heard is an application for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be a site inspection prior to public hearing which any interested parties may attend; a decision shall be rendered after public hearing on the following:

V1416-14 – Thomas & Jill Jensen: Variances from Sec. 11.04(a)1.a. of the Jefferson County Zoning Ordinance to reduce yard setbacks required in an R-1 zone and from 11.07(d) to reduce the minimum road setback for reconstruction of the residence and to allow the addition of the current detached garage to the residence. Variances from Section 11.04(a)1.a. for R-1 setbacks, 11.07(d) for the road setback, 11.10(e) 5.a. and 11.10(e)5.b. for shoreland buffer requirements and 11.10(d) for 75-foot setback to navigable water for reconstruction of the residence within its existing footprint, and from 11.09 to reconstruct the entire residence with attached garage.

10. Decision on Above Petition

11. Adjourn

If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at www.jeffersoncountyiwi.gov.

The Board may discuss and/or take action on any item specifically listed on the agenda.

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

A digital recording of the meeting will be available in the Zoning Department upon request.



Jefferson County
Solid Waste/Air Quality Committee – Clean Sweep
April 12, 2013
Jefferson County Fair Park
503 N. Jackson Avenue
Jefferson, WI 53549

Members: Don Reese (Chair), Greg David (Vice-Chair), John Kannard (Secretary), Greg Torres and Carlton Zentner

Staff: Rob Klotz and Sharon Ehrhardt

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1. Call to Order
 2. Roll Call (Establish a Quorum)
 3. Certification of Compliance With the Open Meetings Law
 4. Review the Agenda
 5. Clean Sweep Event Operation

A. Place: Jefferson County Fair Park, 503 N. Jackson Avenue, Jefferson, WI 53549

Directions: Facility located at the Jefferson County Fair Park located 3½ blocks north of W. Racine Street (USH 18) on N. Jackson Avenue and 4 ½ blocks west of Main Street (STH 26) on W. Puerner Street.

B. Time: The staff should arrive at 7:00 a.m. The Solid Waste Committee, volunteers, nurses, pharmacists and work groups will start at 7:20 a.m. All volunteers need to sign in. Sharon will assign and explain duties to volunteers.

C. Safety Meeting: The safety meeting is at 7:30 a.m. sharp; all volunteers, Committee members and staff should attend this meeting. Veolia will be set up and ready for operation in the Dairy Building Number 2 at 7:45 a.m. The general public will be arriving shortly before 8:00 a.m.

D. Tire & Mattress/Box Spring Recycling: This event will be held in the Cleary Building Number 5 parking lot next to Gate 3.

E. Dress Requirements: Please dress appropriately; no sandals, open toed shoes or shorts.

6. Adjourn